

# Tilden Preparatory School Remote Testing Policy

**In Class?**  
(with teacher)



**At Home?**  
(with parent)

Update your testing preferences by contacting your campus administrative team.



Testing in class means that the teacher will be administering and proctoring your student's test. Please note, this option is billed at the hourly rate & may prolong the time it takes for your student to complete the course.



Students are limited to the hour/s of instruction that they have scheduled with their teacher. If the student does not finish the test within that hour, it will have to be continued during the next scheduled class.



Parents must make sure that when testing, the student is free from all distractions, text books, and phones. Students are expected to practice academic integrity, and only use the aides that their teacher permits (e.g., notecard only for math test)



At the end of the test, no further action is needed from the parent. The test administered by the teacher will be done verbally, written, or a combination of the two.



Testing at home is free, just like taking a test in the testing center. **There must be a parent who is present at all times while proctoring the test.**



Students who test at home, with a proctor available for the entire test, can have unlimited time to finish the test. However, they must commit to finish the entire test in one sitting.



Parents must make sure that when testing, the student is free from all distractions, text books, and phones. Students are expected to practice academic integrity, and only use the aides that their teacher permits (e.g., notecard only for math test).



After the student completes the test, parents must scan the test and email it to the teacher and [adminwc@tildenprep.com](mailto:adminwc@tildenprep.com). Please ensure that the original print out of the test is shredded **after the teacher confirms receipt.**



**PLEASE NOTE:** Your teacher will send you the test once your student is ready to take it. If your student does not test within one week of receiving it, the student will then be required to take the test in class with their instructor.



**Still have questions? Please contact our administrative team.**